



Risk Assessment & Safety Plan

2024 Drama Workshop

Preamble

The ACC Drama Workshop is conducted at Mazenod College, Mulgrave. The ACC organises and manages the event on behalf of all member schools, working closely with the host school on relevant planning details.

This risk assessment is applicable to the 2024 Drama Workshop to be held at Mazenod College, Mulgrave.

Sport Name: 2023 Drama Workshop

Date of Assessment	18 th July 2024
Event	Drama Workshop
Date(s)	21st August 2024
Location	Mazenod College, Kernot Avenue, Mulgrave
Nearest Hospital	Monash Children's Hospital 246 Clayton Rd, Clayton 03 8572 3000

Briefly describe the event and its context

The ACC Drama Workshop is a major part of the cultural and events program for the Association. Year 9 and 10 students from our member schools gather together to participate in a series of workshop sessions, guided by guest presenters and Drama specialists.

Emergency Information (Bush Fire/Code Red Alert, etc)

Not applicable at date of publishing

Contractors Name	Phone – contact details provided	WWCC details provided
Elizabeth Semmel		
Little Devils Circus		
Paul O'Brien		
Make A Scene		
Melbourne Playback Theatre		
Colmed Medics		

Staff Involved:

Name	Position	Role at Event	Contact
Paul Fahey	ACC Executive Officer	Event Manager	0408 598 093
Emilio Rinaudo	ACC Operations Officer	Event Assistant	0467 779 326

Approved by:

ACC Executive Officer	Signature	Date
Paul Fahey	<i>Paul Fahey</i>	22/7/24

1 INDOOR HAZARDS		
1.1	Inappropriate lighting	
1.2	Temperature	Y
1.3	Insufficient or unsuitable space	Y
1.4	Untidiness – causing trip / fire hazard	Y
1.5	Stairs – dark / steep / no handrail	Y
1.6	Lack of fire escapes / extinguishers / procedures	Y
1.7	Slip / trip / fall hazards	Y
1.8	Inadequate ventilation	Y
1.9	Inhalation of dust	
1.10	Poor surfaces for activities – slips / trips / impact	Y
1.11	Electrical hazards	Y

2 SPORTING ACTIVITY HAZARDS		
2.1	Uneven playing surface	
2.2	Playing surface too hard or soft	
2.3	Hard or sharp objects on pitch	
2.4	Sliding on Astroturf or similar surface	
2.5	Collisions / Conflict with surrounding objects or people	
2.6	Impact from sports equipment - Ball or Clubs	
2.7	Contact sport injury	
2.8	Personal injury – fracture / sprains / cuts	

3 HAZARDS ON COASTS & COASTAL WATERS		
3.1	Falls from cliffs, piers, sea walls	
3.2	Struck by falling objects from cliff	
3.3	Slips & falls on slopes / loose surfaces	
3.4	Quick sand & mud	
3.5	Access problems due to steep angle of beach slope	
3.6	Collisions between water users	
3.7	Swept away by wave surges	
3.8	Being washed against rocks / piers	
3.9	Low water temperatures	
3.10	Communication problems from waves / swell / distance	
3.11	Struck by objects in water	
3.12	Stranded by tides	
3.13	Swept away by currents	
3.14	Rip tides	
3.15	Longshore drift	
3.16	Conflicts between beach users	

HAZARDS ON STILL / MOVING WATER		
4.1	Getting swept away from equipment or people	
4.2	Collision with rocks in and to sides of rivers	
4.3	Striking / trapping by submerged obstacles	
4.4	Being dragged down by undertow	
4.5	Restricted or impossible access to / from water	
4.6	Access problems – rescue / getting kit into water	
4.7	Falls from drops in level at weirs / waterfalls	
4.8	Getting out of depth	
4.9	Low water temperature	
4.10	Separation from other people	
4.11	Slips / trips on steep banks or uneven surfaces	
4.12	Difficult communications	
4.13	Remote locations	

5 HAZARDS ON HILLS AND MOUNTAINS		
5.1	Slips & trips on grass, mud, rock	
5.2	River crossings	
5.3	Remote locations	
5.4	Difficult communication – weather / distance	
5.5	Falling debris	
5.6	Extra work imposed by terrain type / angle	
5.7	Lack of shelter	
5.8	Separation of group members	
5.9	Getting lost	
5.10	Falls from height	
5.11	Extremes of weather	

6 PEOPLE & ORGANISATIONAL HAZARDS		
6.1	Lack of information, training or instruction	Y
6.2	Poor activity planning or preparation	Y
6.3	Poor activity delivery or organisation	Y
6.4	Ignorance of rules and / or procedures	Y
6.5	Unsafe behaviour or attitude	
6.6	Lack of appropriate first aid equipment and experience	Y
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	Y
6.9	Poor safety awareness from participants	Y
6.11	Lack of cooperation within group	Y
6.12	Differing skill levels within group	
6.13	Low level of physical fitness / strength	
6.14	Aggression between participants	
6.15	Aggression from crowd / public	
6.16	Contact between participants increasing risk	

7 EQUIPMENT AND OTHER HAZARDS		
7.1	Crash handling	
7.2	Transport to and from your activity	Y
7.3	Food poisoning	Y
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	Y
7.6	Heavy equipment	Y
7.7	Electrical hazards from equipment	Y
7.8	Noise from equipment	
7.9	Risk of trapping body / clothing in equipment	
7.10	Inadequate environment for equipment operation	
7.11	Inadequate protective equipment	
7.12	Equipment in unsuitable condition	

8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY		
8.1	Dehydration	Y
8.2	Extremes of Weather	
8.3	Child Safety Policy & Code of Conduct	Y
8.4	Hygiene and infection control	
8.5	Guest presenters – appropriate content	Y
8.6		
8.7		
8.8		
8.9		
8.10		



Risk Assessment – 2023 Associated Catholic Colleges Drama Workshop

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Risk	Further Controls Required?	Who By	When
1.2, 8.1	Temperature, Dehydration. High temperature indoors may lead to dehydration.	Water provided for all attendees, plus adequate ventilation or air conditioning.	Low		ACC Staff	Prior to event start & during event
1.3	Insufficient space	Host school to ensure that appropriate venue space is allocated for the event. Adequate space is required for the guest speakers (lecture theatre or similar), as well as for the catering and sports activity.	Low		ACC Staff	Prior to event start
1.4, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11	Untidiness – causing trip/fire hazard, slip/trip/fall hazards. Host school should provide a safe environment for the event – fire escapes clear, extinguishers, ensemble space clear of debris and electrical hazards.	Host School and ACC to check that all venue spaces are clear of debris, hazards, etc and safe for use.	Low		Host School ACC Staff	Prior to event start & during event
2.6	Impact from sports equipment - Ball or Clubs	For Sport activity, ensure that appropriate indoor activities are selected. Structure the events so that there is adequate space between activity stations.	Low		Host School ACC Staff	Prior to event start & during event
6.1, 6.2, 6.3, 6.4	Lack of information, poor activity planning, preparation, delivery or organisation	Invited staff and students sent appropriate information regarding event schedule in weeks prior, including RSVP request for attendance register and catering requirements.	Low		Host School ACC Convener School Staff	Weeks prior to event & prior to event start
6.6, 6.7	First aid experience and equipment, Medical conditions of participants	Specific dietary requirements to be confirmed with attendees via the RSVP to confirm allergies. First aid equipment onsite and access to nursing staff for first aid support	Medium		ACC Convener School Staff	Weeks prior to event & prior to event start
6.9, 6.11	Poor safety awareness from participants, Lack of cooperation within group	Brief participants on safety issues and the requirement to follow staff instructions carefully.	Low		Host School ACC Staff	Prior to event start & during event
7.2	Transport to and from your activity	School staff to ensure adequate safety procedures in place for transporting students to and from the host school as well as the movement of students between the bus and event venue.	Medium		School Staff	Prior to the event
7.3	Food poisoning	Catering arranged by ACC and to ensure that a registered food provider is engaged to provide food and refreshments for staff and guests. Monitor break times and liaise with caterer so that food is not left out for long periods of time.	Low		Host School ACC Staff	Prior to & during event

7.5	Equipment with hot parts	Caterer to ensure that staff and guests are kept clear of all cooking areas and hot trays and equipment. Host School to ensure that a separate cooking area is available for the caterer to prepare and cook food.	Low		Host School Caterer	Prior to & during event
7.6	Heavy equipment	Host School to ensure that any heavy equipment (tables, etc) required for the event is set up by relevant school staff (Maintenance Team, etc) and in place prior to visiting guests arriving on site.	Low		Host School	Prior to event
7.7	Electrical hazards from equipment	All electrical equipment must be "Tested & Tagged" by a qualified professional, with the tag covering the current date of the event. Any equipment that is damaged or unsafe must not be used. Electric cables and chords must be covered if they are on the floor in an area where movement of staff or guest presenters will occur.	Medium		Host School ACC Staff	Prior to & during event
8.3	Child Safety Policy & Code of Conduct	ACC is committed to the safety and well-being of children and young people. Any special guests attending must supply a copy of their Working With Children Check and complete the online ACC Event Registration process. This process provides guests with a copy of the ACC Code of Conduct and acceptable behaviours.	Low	https://www.accmelb.com.au/acc-event-register/ Register is signed by all ACC Employees, with copies of our Code of Conduct and acceptable behaviours made available for all contractors engaged by the ACC and special guests attending ACC events.	ACC Staff	Prior to event start
8.5	Guest presenters – appropriate content	ACC convenor to provide specific instruction to guest presenters on content relevant to the aims of the workshop. Monitor content delivered during the workshop to ensure that appropriate standards are maintained.	Low		ACC Staff Guest Presenters	Prior to event start and during event

Appendix A: Risk Rating Criteria

Each risk is rated on the basis of consequence and likelihood of the risk occurring and the effectiveness of the internal controls established to mitigate the risk events based on classification the criteria detailed below.

Consequence Rating Criteria

To describe the consequence of a risk affecting the ACC, financial impact is considered as well as other consequences such as the impact in the reputation, compliance, etc.

Consequence or Impact Rating		Value at Risk
Catastrophic (5)	<ul style="list-style-type: none"> ▶ Financial Risk: Catastrophic financial loss above \$250,000. ▶ Reputation Risk: Very high sensitivity and irreparable damage to brand name. ▶ Compliance Risk: Cessation of business or loss of funding support due to non-compliance. ▶ Strategic Risk: Strategic / operational objectives unable to be achieved (all stakeholder affected). 	> \$250K
Major (4)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact between \$100,000 and \$200,000. ▶ Reputation Risk: Significant sensitivity to brand name. ▶ Strategic Risk: Significant impact on strategic / operational objectives. 	\$100k to \$250K
Moderate (3)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact between \$25,000 and \$100,000. ▶ Reputation Risk: Moderate sensitivity and damage to brand name. ▶ Compliance Risk: Low level issues due to non-compliance. ▶ Strategic Risk: Medium impact on strategic / operational objectives. 	\$50k to \$100K
Minor (2)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact between \$5,000 and \$25,000. ▶ Reputation Risk: Minimal sensitivity and damage to brand name. ▶ Compliance Risk: Censure due to non-compliance. ▶ Strategic Risk: Minimal impact on strategic / operational objectives. 	\$5k to \$25k
Insignificant (1)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact less than \$5,000. ▶ Reputation Risk: No impact on reputation or brand name. ▶ Compliance Risk: No compliance impact. ▶ Strategic Risk: Consequences are dealt with by routine operations. 	\$<5K

Likelihood Rating Criteria

The likelihood rating is based on the number of times within a specified period a risk which a risk may occur as a consequence of business operations or through failure of operating people, processes and systems.

Risk Rating	Risk Criteria
(5) Almost Certain	<ul style="list-style-type: none">▶ Is expected to occur in most circumstances, or▶ Has more than 75% chance of occurring, or▶ May occur within the next 6 months.
(4) Likely	<ul style="list-style-type: none">▶ Will probably occur in most circumstances, or▶ Has less than 75 % chance of occurring, or▶ May occur within the next 18 months
(3) Possible	<ul style="list-style-type: none">▶ Might occur at some time, or▶ Has less than 50 % chance of occurring, or▶ May occur within the next 3 years.
(2) Unlikely	<ul style="list-style-type: none">▶ May occur at some time, or▶ Has less than 25% chance of occurring, or▶ May occur within the next 5 years.
(1) Rare	<ul style="list-style-type: none">▶ May occur only in exceptional circumstances, or▶ Has less than 10% chance of occurring, or▶ Not likely to occur within the next 5 years.

The combination of the consequence and likelihood rating produces a rating for the inherent risk for a particular event.

Residual Risk Rating Matrix

Using the product of consequence and likelihood ratings, the risks identified are then rated as extreme, high, moderate or low.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M	H	E	E	E
Likely	M	M	H	H	E
Possible	L	M	H	H	H
Unlikely	L	L	M	M	H
Rare	L	L	M	M	H

Legend

E	Extreme
H	High
M	Medium
L	Low